

Satisfactory Academic Progress Appeal Form

2024-2025



FINANCIAL AID AND SCHOLARSHIPS

Student's Name (Last, First, MI) _____ myWSU ID _____

Student's Address _____ City, State, Zip _____ WSU Email Address _____

TERM	PRIORITY DATE TO SUBMIT	FINAL DEADLINE
Summer 2024	May 31, 2024	June 14, 2024
Fall 2024	June 28, 2024	August 30, 2024
Spring 2025	November 29, 2024	February 3, 2025

Check the semester for which you are submitting your appeal:

- Summer 2024 Fall 2024 Spring 2025

Check your admission level:

- Undergrad/1st Bachelor's Undergrad/2nd Bachelor's Graduate/PhD/Master's

By submitting this appeal, I certify that the information contained on this appeal is correct to the best of my knowledge. I understand that I am responsible for meeting payment deadlines while waiting on an appeal decision. I acknowledge that decisions on appeals are made on a case-by-case basis and the decision of the Satisfactory Academic Progress Committee and/or the WSU Office of Financial Aid is final. I have read the WSU Satisfactory Academic Progress which is available online at www.wichita.edu/sappolicy. I understand that if my appeal is approved, my academic progress will be reviewed at the end of each semester and that any failure to meet the conditions of my approved appeal will result in the loss of my financial aid eligibility. I also must meet all other federal aid requirements.

Instructions >>>

1. The following documents are required for your appeal:

- Tell us why you did not meet SAP standards
 - Write a detailed explanation of the circumstances that prohibited you from meeting SAP. (If this is your 2nd or subsequent appeal, your circumstances must be different from your previous appeal).
 - What steps have you or will you take to address these circumstances, and how will you manage similar circumstances in the future?
- Proof of Circumstances
 - Submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents)
- Meet with your College Academic Advisor to Complete Page 2
 - Your academic advisor must complete page 2 of this form. You and your academic advisor must provide your signatures.
 - An Academic Plan shows what additional courses and/or credit hours you must take to graduate and/or correct your SAP deficiency.

2. Submit this appeal form, your letter and documentation, and your signed academic plan to the WSU Office of Financial Aid & Scholarships.

- Please allow up to 2 weeks for processing, or up to 3 weeks during the months of January, July, and August.

Incomplete appeals will be denied.

1845 Fairmount Street | Wichita, KS 67260-0024
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wichita.edu

FOR OFFICE USE ONLY:

Tracking Code:

Revision Date: 2/5/2024

2324 = Summer 2024

2425 = Fall 2024 / Spring 2025

APPEAL (1st)

APPEAL (1st)

APPL2 (2nd)

APPL2 (2nd)

APPL3 (3rd)

APPL3 (3rd)

Satisfactory Academic Progress – Academic Plan

Student's Name (Last, First, MI)

myWSU ID Number

Academic College

Degree

Major

Graduation Date

Semester/Year: _____/20____

	Course Name	Cr. Hrs.
Total		

Semester/Year: _____/20____

	Course Name	Cr. Hrs.
Total		

Semester/Year: _____/20____

	Course Name	Cr. Hrs.
Total		

Semester/Year: _____/20____

	Course Name	Cr. Hrs.
Total		

*Additional pages may be submitted as needed.

CERTIFICATIONS AND SIGNATURES

Warning: If you receive student aid based on incorrect information, you may have to return it and/or pay fines and fees. If you purposely give false or misleading information on this form, you may be fined \$20,000, receive a prison sentence, or both.

Affirmation: By signing below, I certify that all information I have submitted is accurate and verified with supporting documentation

➔ Please allow 2-3 weeks for processing. Processing cannot begin until all requested documentation has been received.

Advisor's Printed Name

Advisor's Signature (Required)
Typed Signatures will not be accepted

Student's Signature (Required)
Typed Signatures will not be accepted